



Funds Management Section

Payment and Financial Reporting
Process

Presented by: Wanda Edwards
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Good morning, I have been asked today to provide you information concerning the Funds Management Section how we can assist you with your financial responsibilities to CSREES.



Funds Management Section (FMS) Mission and Customer Service Statements

- Mission
 - To effectively provide customer service and guidance on Federal financial assistance funds by obligating, disbursing, reconciling, and reporting in a timely and efficient manner.
- Customer Service
 - To provide accurate information, both written and verbal, to our agency clients in a timely and professional manner.

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As you can see, the Funds Management Section has developed its mission and customer service statements that states we will provide you guidance and accurate information (both written and verbal) in a timely and professional manner.



Overview

- Competitive Awards are made by Awards Management Branch
- FMS authorize and establish funds at the DHHS-PMS for recipient to drawdown
 - Letters of Authorizations are mailed to recipients
 - Establish Subaccounts
- Awards are monitored
 - Funds should be drawn on an as needed basis
 - Funds should be spent within three (3) days after requesting funds
 - SF-272, Federal Cash Transaction Report
 - Monthly disbursement reconciliation
 - SF-269, Financial Reports (final)
- Closeout
 - Agency
 - Subaccounts at DHHS-PMS



Payments & Operations Team Responsibilities

- Ensures all competitive awards are made available through the Department of Health and Human Services' Payment Management System (DHHS-PMS).
- Certifies all Distribution of Funding letters for competitive grants.
- Acts as liaison with DHHS-PMS concerning the establishment new sub-accounts in the DHHS-PMS.
- Closes out all sub-accounts at DHHS-PMS.

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This team ensures that you receive your Letters of Authorizations, your funds are made available through the DHHS-PMS, and works with DHHS-PMS concerning establishing and closing subaccounts.



Contact Information

For Technical Questions – Jameal Clark, Payment and Operations Team, Phone 202-401-6873, e-mail: jaclark@csrees.usda.gov

For Research and Education Grants (including SBIR Grants) Funding Authorizations and Withheld Funding – Pia Miller, Budget & Fiscal Specialist, Phone 202-401-6409, e-mail: pmiller@csrees.usda.gov

For DHHS-PMS Subaccount Information – Mildred Rollins, Budget & Fiscal Specialist, Phone 202-401-4317, e-mail: mrollins@csrees.usda.gov



Contact for Recipient Problems

- Contact Financial Management Section when a recipient cannot drawdown a specific award.
- Contact Vivian Hughes at DHHS on (301) 443-9181 when recipient has forgotten password or did not receive their instructions on how to access their funding.



Recipient Reporting Team Responsibilities

- Ensures all new grant recipients have accounts established in the DHHS-PMS.
- Provides guidance on financial reporting.
- Reviews the final SF-269, Financial Status Reports, for all CSREES grants.
- Acts as liaison with DHHS-PMS on recipient financial reporting, e.g. SF-272, Federal Cash Transactions Report.
- Follows up with grantees on all outstanding final SF-269, Financial Status Reports.

This team works with all recipients concerning



SF-272, Federal Cash Report

- Quarterly submission of SF-272
 - Within 45 days after the end of the quarter
 - 1st Quarter – October through December (February 15)
 - 2nd Quarter – January through March (May 15)
 - 3rd Quarter – April through June (August 15)
 - 4th Quarter – July through September (November 15)
- Vivian Hughes – (301) 443-9181
 - Email Address: vhughes@psc.gov

The SF-272, Federal Cash Transaction Report, is submitted quarterly to DHHS-PMS. The SF-272 reports is the reconciliation methodology of the amount of cash you have requested for each award. This report is submitted 45 days after the quarter ends. For assistance and technical questions concerning this report, should be directed to Vivian Hughes. Vivian works for DHHS-PMS.



SF-269, Financial Status Report

- This final SF-269 is due 90 days after the award termination date for regular grants (Competitive awards falls into this category)
- Report reconciled against DHHS-PMS and Agency balances



CONTACT INFORMATION

SF-269, PSC272 AND TECHNICAL QUESTIONS – Wanda Edwards, Acting Team Leader,
Recipient Reporting Team, Phone: 202-401-4527, email: wwalker@csrees.usda.gov

COMPETITIVE AWARD SF-269 QUESTIONS- Sophia Wilson, Budget & Accounting
Technician, Phone: 202-401-5629, email: swilson@csrees.usda.gov

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COMPETITIVE AWARD SF-269 QUESTIONS- Khaliah Whittington, Budget &
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Discuss the Handout per the slide

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Virgin Islands

Alabama

American Samoa

Arkansas

District of Columbia

Maine

Maryland

Massachusetts

Michigan

Micronesia

Minnesota

Mississippi

Missouri

Montana

Nebraska

Nevada

New Hampshire

New Jersey

Tennessee

Virginia

Washington

West Virginia

Wyoming

Alaska

Arizona

Colorado

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North Carolina

North Dakota

New Mexico

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ALL STATES

Discuss the Handout per the slide

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